



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SHERIFF'S DETENTIONS CAPTAIN

Class No. 005783

■ CLASSIFICATION PURPOSE

To manage a detention facility within the Sheriff's department; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This class is allocated only to the Sheriff's Department. Incumbents are assigned overall responsibility for the operation of a Sheriff's detention facility with the assistance of Sheriff's Lieutenants and Sheriff's Detentions Lieutenants for general supervision. The Sheriff's Detentions Captain will report directly to a Sheriff's Commander. This class is distinguished from the next higher class, Sheriff's Commander, in that the latter has responsibilities in directing and conducting several divisions in the Sheriff's Department.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Directs and supervises sworn and professional staff assigned to the detention facility.
2. Develops and establishes instructions and policies, and assigns and transmits them to subordinates.
3. Reviews work schedules and operational needs.
4. Submits reports and makes recommendations to command staff.
5. Conducts facility inspections and adheres to Board of Corrections guidelines.
6. Ensures maximum security in the facility as well as the health and safety of the inmates.
7. Confers and represents command staff.
8. Monitors and approves allocations and expenditures for the facility budget.
9. Establishes liaison with department management personnel.
10. Monitors maintenance and the overall facility regarding structure and cleanliness.
11. Determines priority of needs regarding staffing, budget issues and other priorities.
12. Reviews and evaluates incoming and outgoing correspondence, information, or activities.
13. Reviews, recommends, and administers discipline.
14. Plans, directs, coordinates, staffs, controls, and organizes the assigned facility to accomplish departments goals and objectives.
15. Serves as a departmental liaison and advocate to entities related to detentions.
16. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Non-Essential Function:

1. May be responsible for special projects in which assigned facility is involved.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Department policies, procedures, and Administrative Code.
- Grievance and discipline processes.
- Workload analysis.
- Supervision and counseling techniques.
- Budget analysis and justifications.
- Title 15 and Title 24.
- Departmental memoranda of agreement.
- Civil Service Rules and Regulations.
- Personnel management.
- Local, State and Federal codes as they apply to detentions.
- California Penal Code (general and detentions-related sections).
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Prepare reports.
- Research and compile data.
- Analyze and interpret statistical data.
- Recognize, define, and resolve specific administrative and organizational problems.
- Work in a liaison capacity with various governmental agencies and the community.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

1. Two (2) years experience as a Sheriff's Detentions Lieutenant or Sheriff's Lieutenant, AND successful completion of required California P.O.S.T. Middle Management Course (Title II, Chapter 2, Section 1005C of Administrative Code of California).

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: April 30, 2004
Revised: March 31, 2006